

Name _____

Week Beginning _____

Weekly Production Sheet

At the close of business each Friday, place this completed sheet on Joan Testori's desk. All back up paperwork to this form goes to Winsome.

Address Changes Completed (Initial and date each form you complete and attach to this sheet):

Business _____

Individual _____

Tax Type Closings (Initial and date each form you complete.)

Sales _____

BET _____

Corp _____

Withholding _____

Withholding Accounts Added _____

Delinquencies Cleared _____

Uncashed Refund/Not Nixie _____

Nixie Refund Release Request _____

Requests for "TID" Letter _____

The Question of the Week

The Common Problem of the Week

Something new that you learned this week.